

*Guide to*  
RECORDS CENTER  
SERVICES

*FY 2004*

RCP RCP RCP RCP RCP RCP RCP RCP RCP

RECORDS CENTER PROGRAM

at the

NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION



COVER PHOTO: Artist's rendering of new Southeast  
Regional Records Center in Atlanta, Georgia.  
*Sketch courtesy of Fowler Design Associates, Ltd.*

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## THE RECORDS CENTER PROGRAM AT THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Since 1934, the National Archives and Records Administration (NARA) has provided comprehensive records management support and archival services to the Federal Government. The first records center was opened in 1950. Since then we have developed our records center system into a national network of 16 regional facilities, storing and providing access to 21 million cubic feet of records.

NARA's records center staff are active participants from the creation of your records through their disposition. This integrated life-cycle approach yields great benefits to you, our customer. Records centers provide economical storage and services of noncurrent records of the Federal Government. Noncurrent records are defined as records no longer required for current business.

NARA is authorized to establish, maintain, and operate records centers for Federal agencies under 44 U.S.C. 2907 and to approve a records center that is maintained and operated by an agency under 44 U.S.C. 3103. NARA is also authorized to promulgate standards, procedures, and guidelines to Federal agencies with respect to the storage of their records in commercial records storage facilities. **See the Code of Federal Regulations 44 U.S.C. 2104(a), 2904 and 3102.**

NARA's Records Center Program (RCP) has assembled a dedicated team of records professionals to serve you and your records center needs. This team includes agency-specific account representatives, who will serve as your point of contact and your liaison to NARA's records centers. These account representatives will work with you to identify and meet your records storage needs, as well as provide assistance in expanding services to meet your agency's program needs. Operational questions from field locations can be directed to the records center directors.

### Records Center Program on the Web

Information about each records center is available through NARA's web site at [www.archives.gov/records\\_center\\_program](http://www.archives.gov/records_center_program). The RCP homepage lists information about locations, business hours, staff names, and telephone numbers. **See Appendix A** for a list of related web sites.

## REQUIRED MATERIAL FOR RECORDS TRANSFER AND REFERENCE

RCP requires agencies to use specific types of materials for preparing records transfers. The supplies and forms are available in the current General Services Administration (GSA) Supply Catalog as follows:

Standard size record box for legal- or letter-size files:

14<sup>3</sup>/<sub>4</sub>" x 12" x 9<sup>1</sup>/<sub>2</sub>"

NSN 8115-00-117-8249

*Note: Boxes exceeding these dimensions will not fit on records center shelving.*

Special purpose boxes:

Half-size box:

14<sup>3</sup>/<sub>4</sub>" x 9<sup>1</sup>/<sub>2</sub>" x 4<sup>3</sup>/<sub>4</sub>"

NSN 8115-00-117-8338

X-ray box:

18" x 15" x 5<sup>1</sup>/<sub>2</sub>"

NSN 8115-00-290-3386

Magnetic tape box (lock bottom)

14<sup>3</sup>/<sub>4</sub>" x 11<sup>3</sup>/<sub>4</sub>" x 11<sup>3</sup>/<sub>4</sub>"

NSN 8115-00-117-8347

*Note: This box is intended only for magnetic tape. It will not fit on standard records center shelves.*

Other materials:

Tape (recommended) NSN 7510-00-073-6094 (*The clear tape does not obscure numbers*)

Tape-tan-3" NSN 7510-00-079-7905

Standard Form 135 NSN 7510-00-634-4093

Felt-tip marker NSN 7510-00-973-1059

Optional Form 11 NSN 7510-00-682-6423

## RECORDS TRANSFER

Records centers are authorized to store records of a Federal agency that are properly covered by a NARA-approved records disposition schedule or the General Records Schedule (GRS).

Before transferring records to a records center, separate the records into series. A series is defined as a block of records having the same disposition authority and same disposition date. Each item or subordinate item in your records schedule represents a series. Identify and separate your records into blocks (series) by records schedule item number and cutoff date. Transfer each series as a separate transfer. Each transfer must consist of at least one box and normally only one closing year date for a series of temporary records. There will no longer be a records center imposed limit on the number of boxes in a transfer. In most cases, agency offices send only completed or closed case files, contracts, etc.

Agencies can send unscheduled, contingent, frozen, mixed, permanent, and non-paper based records to the records center under certain conditions. However, there must be a pending SF-115 (Request for Records Disposition Authority) for unscheduled records before the center will accept them. See 36 CFR 1228.154(b), Code of Federal

Regulations, Appendix A. The SF-135 (Records Transmittal and Receipt form) must contain the pending SF-115 number in block 6h, with the corresponding item from the schedule and the word “Pending” in parenthesis. Also, because these are unscheduled records, the agency will be required to provide a detailed folder listing for each transfer when the SF-135 is submitted.

Records centers may now accept records that have less than a one-year retention period before disposition. Agencies should consider the costs of proposing such a transfer. It may be more cost-effective to simply retain the records for the short time they are still needed.

Records centers cannot routinely accept mixed records series (those records that have different disposition authorities) without an approved exception. Non-paper-based records (tape recordings, videotapes, records on magnetic media, etc.) should not be mixed with paper records because of temperature and humidity vulnerabilities. Agencies may discuss retiring these records by contacting the local records center. *See Appendix B.*

Contact the Director, Archival Operations, at the nearest records center for advice on where to send permanent microfilm records.

The *Records Transmittal and Receipt*, SF-135s, for permanent records must be accompanied by a detailed folder title list. These lists may be made on the SF-135 itself or on plain paper included as an attachment.

Agency offices may choose to transmit the SF-135 (and box listings) electronically using e-mail. You may obtain an electronic version of the SF-135 by visiting [www.archives.gov/records\\_center\\_program/forms/forms.html](http://www.archives.gov/records_center_program/forms/forms.html).

## Preparing Standard Form 135, Records Transmittal and Receipt

A completed SF-135 must be sent to your records center for approval before shipping records. This form is used for control purposes. One SF-135 is suggested for each transfer of temporary records. *See Attachment 1* for a sample of the SF-135. A separate SF-135 is required for each series of permanent or unscheduled records. For instructions on completing the SF-135, see the reverse side of the form and note the following:

**ITEM 2:** Sign and date the form. To improve the transfer process for our customer agencies, SF-135s will be accepted without original signatures.

**ITEM 3:** Provide the name and commercial telephone number, including area code (not DSN), of the person to contact about the records. An e-mail address provided here may help us communicate more effectively with you, particularly if you are in a distant (or overseas) location.

**ITEM 4:** Completed by the records center.

**ITEM 5:** Provide the complete address of the transferring office.

**ITEM 6(a):** The NARA record group number assigned to the records of the agency making the transfer and **(b)** the last two digits of the current fiscal year.

**ITEM 6(c):** In most records centers, staff assigns a sequential number in this column. At the Washington National Records Center (WNRC), agency records officers typically control and assign transfer numbers.

**ITEM 6(d):** For transfer and billing purposes, a standard-size box equals one cubic foot.

**ITEM 6(e):** The agency box numbers column is used to indicate the inclusive range of numbers (e.g., 1–30).

**ITEM 6(f):** Series Description: describe the records in sufficient detail to allow records center personnel to verify compliance with your records schedule. A *complete* series description includes the closing date (or inclusive dates) of the records. Include the organizational component that created the records when it is other than that shown in item 5. Item 6(f) should include a detailed folder listing for each box, if the records are scheduled for permanent retention, unscheduled, or if disposition instructions indicate sampling or screening records is necessary. You must indicate if the series of records is *subject to the Privacy Act*. Since SF-135s are public records, information included on SF-135s should not be subject to the Privacy Act.

Special description requirements apply for certain records and should be stated in item 6(f):

*Stratified Report Invoicing*—For agencies participating in Stratified Report Invoicing, a caret (^) followed by a valid two digit charge code must be placed at the beginning of the series description.

*Site Audit Records*—State “GAO Site Audit” if the records have been so designated by the General Accounting Office, and indicate whether the site audit records do or do not pertain to Native Americans.

*Non-paper Based Records*—These can include records such as microfilm, engineering drawings (because of the special format), etc. The format should be included in 6(f).

**ITEM 6(g):** Restriction: complete this section using one of the codes listed on the back of the SF-135. Code “W” should be used for unclassified Privacy Act System records. Explain any special restrictions at the bottom of the page, if needed.

Add “E” to designate Restricted Data (RD) or Formerly Restricted Data (FRD) records. In addition to the “E,” you must include the appropriate classification (Top Secret, Secret, Confidential) set forth in EO 12356 and later amended by EO 13292. These restriction codes are only to apply to documents pertaining to National Security Information rather than information of a proprietary nature.



**ITEM 6(h):** Cite the appropriate schedule identifier and item number in your agency records schedule or the General Records Schedule (GRS). For accountable officers' records, cite the appropriate item from GRS 6. Also, use the General Records Schedules (36 CFR 1228.40-46) when dealing with records common to most offices such as contracts, civilian personnel records, travel and transportation records and similar records. Contact center staff for additional information.

**ITEM 6(i):** Follow the instructions on your records schedule to compute the disposition date. Because disposal is accomplished in quarterly cycles (i.e., January, April, July, and October), advance the date to the beginning of the next calendar quarter to obtain the actual date of disposal. Permanent records are offered to NARA on an annual basis; no month is shown in the disposition date field. Place "P" after the offer year.

### Approving the Standard Form 135

The records center staff will review your SF-135 for completeness and accuracy. If acceptable, the center will assign the transfer number and return one copy of the SF-135 within 10 working days authorizing shipment of the boxes. If you submitted a SF-135 electronically, the "original" SF-135 can be placed in the first box as the "shipment" copy. If the boxes or other containers are tightly sealed, place this shipment copy in an envelope taped to the outside of the first container.

*All transfers* must include a copy of the SF-135 in box number one of each transfer. Agencies should always retain a copy of the detailed box listing in your office so that you may provide agency box numbers when requesting reference service.

Center staff will return a signed copy of the SF-135 to you, after the records have been shelved and issued a records center location number, as an official receipt. This receipted copy is your official record of the transfer and should be retained in your files.

### Packing the Records

It is wise to leave a 1–2 inch space in each box to allow ease of reference. Never put additional material on the bottom, side, or top of the records in the box. Do not include mixed media (e.g., computer diskettes, microfilm, or videocassettes) in the same transfer with paper records without prior approval from the records center. **Do not overpack the boxes.**

### Numbering Boxes for Shipment

After you receive the approved SF-135 from the records center, write the transfer number and the box number in the designated printed blocks on each box. Use a black felt tip marker and make the numbers at least 1.5" high. Do

not write on sealing tape. Do not place tape over transfer or box numbers.

For boxes without the printed blocks, write the transfer number in the upper left corner and the agency box number in the upper right corner on one end of each box. Begin with box number 1, and include the total number in the transfer, such as 1/10, 2/10, and so forth.

*Do not use labels* to supply additional identifying information. *No standard method of affixing labels is effective for long-term storage.* The sides of the boxes may be used to write any information concerning box content. **See Attachment 2 for instructions.**

### Shipping of Records

Agencies are urged to arrange for the shipment of their records within 90 days after receipt of the approved SF-135. If the transfer cannot be made within this period, promptly advise center staff. Unexplained delays of more than 90 days may result in the records center canceling the transfer number and returning your SF-135.

In most instances, especially commercial transportation or shipment via the U.S. Postal Service, the boxes must be sealed with tape. Do not tape over the transfer number or the agency box number. For questions regarding shipping methods and costs, contact GSA's regional Traffic and Travel Service offices.

Agencies may send their records by mail, FedEx, United Parcel Service (UPS), or common carrier on pallets. Some centers will pick up agency records. Check with your local center for scheduling and fees. For shipments of less than 20 boxes, agencies will find it most economical to mail them to the records center or ship them via UPS. UPS shipment has the advantage of automatic registration and tracing.

For shipments over 20 boxes, make all the necessary arrangements to ensure that the boxes arrive at the records center in numerical order so that Box 1, with a copy of the SF-135 included, is the first box unloaded. If shipments of 20 boxes or more must be mailed, they may be sent in a postal container or by bulk mail.

Agencies shipping their boxes on pallets using a commercial carrier should complete a Transportation Services Order (TSO). **See Attachment 3.**

**See Attachment 4** for recommended stacking order of boxes on pallets. For shipments of 100 or more boxes, call the records center to schedule a shipping date, and instruct commercial carriers to contact the records center 24 hours before delivery.

Shipments arriving at the center out of order, in oversize boxes, improperly taped, or improperly marked, may require extensive remedial effort and increased costs. These costs are the responsibility of the shipping agency.

## REFERENCE SERVICES

### Requests

Reference requests are made by submitting a request to the records center via the Centers Information Processing System (CIPS), U.S. Postal Service, commercial courier, e-mail, fax or telephone. The reference request—Federal Records Centers Optional Form 11 (OF-11), or an appropriate agency request form—can be used to recall records from the records center. *See Attachment 5* or the RCP web site for an example of the OF-11. Regardless of the method employed for requesting records, if records are being requested under the provision of the Freedom of Information Act, the Privacy Act, or due to congressional interest, make a notation to that effect in the “Remarks” section of the OF-11 to ensure proper handling.

Agencies participating in Stratified Report Invoicing must include a caret (^) followed by a valid, legible two digit charge code encircled on the top right front of every request. Agencies who use CIPS can request to have their charge code as part of their shipping address.

**CENTERS INFORMATION PROCESSING SYSTEM (CIPS):** The CIPS program establishes an electronic link between records centers and customer agencies. Both web access and dial-up modem access to CIPS is available. You can read about the web access to CIPS at the records center program’s web site. Recalling your agency’s records via CIPS is the most cost-effective and quickest method, because it decreases mail time and NARA’s processing time for retrieval. CIPS reduces the cost of transacting government business by sorting requests received into location order for prompt servicing, and it provides tracking capability for the requesting agency as well as the records center on individual requests.

To apply for access to CIPS, complete both the Department of Veterans Affairs VA Form 9957 (*Attachment 6*) and the CIPS Registration Form NA Form 13166 (*Attachment 7*). Send the completed forms to the CIPS Systems Administrator at the records center in your area. These forms can be found on the records center program’s web site. (The VA is the records center programs contractor for mainframe applications). A user ID and password will be issued to each user once forms are received. Agencies will need to specify their record group numbers and any other records center for which access is requested. Contact the CIPS Systems Administrator at the records center in your area.

**MAIL OR COMMERCIAL CARRIER:** Requesting files through the mail (U.S. Postal Service) or commercial courier (United Parcel Service (UPS), FedEx, etc) is encouraged for those agencies not using the CIPS program. Use a separate OF-11 or appropriate agency request form for each folder or box requested. Two or more contiguous file items, folders or cartons may be treated as one item

and be requested on one OF-11. When making reference requests, agencies should always furnish the transfer number, agency box number, and the records center location number of the first box of the transfer. The OF-11 is a three-part form. The first part (white) of the OF-11 is used by the records center to service the request and remains with the file until it is returned for refiling. The second part (pink) is retained by the requesting agency for tracking and control purposes. The last part (tan) is used by the records center as a charge out for the file/box until it is returned from the agency for refiling. Requests for classified records should include all three copies of the OF-11. Records center staff use the pink part to document the transfer of classified records as a classified document receipt. Contact GSA’s Customer Supply Service to order OF-11 forms.

**E-MAIL:** Agencies can e-mail requests by completing the forms and sending them directly to the appropriate records center at the designated e-mail address listed for each center.

**FAX AND TELEPHONE:** Agencies may fax emergency requests requiring immediate pick up to the records center. Be sure to identify the pick-up time. Emergency requests are accepted by telephone if you do not have fax capability.

### Delivery of Requests to Agencies

**U.S. Postal Service (USPS) and/or UPS** are the standard methods of delivering requests to agencies. If an agency wishes to have records delivered by overnight express courier, an account number must be provided.

**EMERGENCIES:** Emergency situations are those which require same day pick-up by the agency or use of overnight express courier. When employing this method, agencies must provide the name of the overnight express courier along with a billing account number, or the name of the agency’s messenger who will be picking up the file and approximate time of pick-up in the “Remarks” section of the OF-11. Messengers will be required to provide photo ID and agency affiliation when arriving at the records center to pick up requested files. Emergency requests are billed at a higher rate than regular requests.

### Refiles

Agencies should send requested files back to the records center when no longer needed. Write the word “REFILE” on the white copy of the OF-11 or CIPS request form that accompanied the requested file and return it to the records center. If the OF-11 is no longer attached, specify the refile action in a brief note or cover letter and attach it to the file being returned. The memo must also include



the same information that was contained on the original OF-11: transfer number, box number, records center location number, and charge code, if the agency is participating in Stratified Report Invoicing.

Do not refolder or rebox records drawn back from the records center. Unless some prior arrangement has been agreed to, records must be returned in the original folders or containers to allow accurate refiling. If the box or folder is unusable for shipment, copy the transfer number and location to the front of its replacement.

### Interfiles

Agencies can send documents or folders that were never included in the original transfer to the center. The agency must provide the transfer number, charge code if participating in Stratified Report Invoicing, box number, and file designation where the interfile should be filed.

## RECORDS DISPOSITION

Agencies are notified of the pending disposition of records with one of three forms.

**NOTICE OF ELIGIBILITY FOR DISPOSAL**, NA Form 13001, is mailed via certified mail 90 days before scheduled destruction. Upon return of the disposal notice and a *positive concurrence*, or a signed statement that destruction is authorized, the records will be destroyed as scheduled. *See Attachment 8 for a sample of a NA Form 13001.* Since the records center must receive a written, positive concurrence before disposition takes place, a timely review of each disposal notice is heartily recommended. If the agency does not concur with the disposal, an agency must provide a justification for non-concurrence, sign and date, and return to the appropriate center.

**AGENCY REVIEW FOR CONTINGENT DISPOSAL**, NA Form 13000, is mailed during October of each year. Each agency should review the status of records to determine if a particular action or event (upon which the destruction of the records is contingent) has been completed. The agency must sign and return the form, indicating approval of disposal before the records can be destroyed. If the records cannot be destroyed, sign, date, and return the form, indicating a new review date. *See Attachment 9 for a sample of a NA Form 13000.*

**AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES**, Standard Form 258, is forwarded to the agency for signature when permanent records stored at the records center are scheduled for transfer into the National Archives. The SF-258 is used to document the change in legal custody of the records and to state terms of the transfer. *See Attachment 10 for a sample of the SF-258.*

## OTHER SERVICES

### Fastpack

Many records centers offer help in preparing records for shipment to the nearest records center. As agencies confront downsizing and early retirement situations, they often need extra help in ensuring their program activities are properly documented. NARA's records centers can provide help in determining which steps need to be taken and can sometimes offer reimbursable staff time. You may contact your account representative in the Office of Regional Records Services in College Park, MD, at 301-837-2950.

### Microfilm

RCP offers microfilming services at several records center facilities. Please contact the Office of Regional Records Services microfilm coordinator who can assist you in finding the center performing the type of microfilming service you need.

### Information

RCP offers customer holdings information in electronic format (MS Access, MS Excel, or text file on CD-ROM). Please contact your servicing records center for more information about this service.

### Metro Courier Service

RCP provides courier service for pick up and delivery of reference requests to Federal agencies in selected metropolitan areas. This service was initiated in August 2000 and helps to fulfill NARA's commitment to provide true 24-hour reference service by eliminating the delays routinely associated with USPS or UPS delivery schedules. The service can be provided each business day or as needed for the Federal customer. The centers operate a fleet of minivans to provide this customer service. Each Federal agency on the delivery schedule is assigned a customer service representative who is familiar with his agency's unique needs and filing arrangement. This service is offered on a reimbursable basis. Charges are based on urgency of request. Please note this service is presently offered in the Philadelphia, Washington, DC, Atlanta, and Chicago areas only and will expand to other metropolitan areas in FY 2004.

## SPECIAL SERVICES

### Special Projects

Each records center can provide a number of records-related special projects, such as screenings, inventories,

data entry, etc. Contact your account representative or the appropriate regional records center director for more details.

## Relocation of Records

Occasionally, it becomes necessary to move records within a records center. When this happens, agencies will be notified of the relocation. A *Notice of Accession Location Change*, NA Form 13016, is mailed following the relocation. **See Attachment 11.** Agency copies of SF-135s should be annotated to show new location numbers for use in securing reference service. For further information concerning the relocation of records, contact the records center staff.

*Note: If you are using CIPS, the computer database automatically connects your transfer number with the current location.*

## RECORDS MANAGEMENT TRAINING

NARA regional centers offer several training workshops throughout the year:

TRANSFERRING RECORDS TO A FEDERAL RECORDS CENTER

BASIC RECORDS OPERATIONS

DISASTER PREPAREDNESS AND RESPONSE FOR RECORDS MANAGERS

ELECTRONIC RECORDS ISSUES

Each may be offered as a workshop tailored to a single agency. For details, see the Records Management Training web site at [www.archives.gov/records\\_management/training/training.html](http://www.archives.gov/records_management/training/training.html). All interested agencies are encouraged to call the nearest records center to discuss agency-specific training needs. Additional information on our training program may be found in NARA's Annual Training Schedule.

The National Personnel Records Center (NPRC) offers two additional workshops for retiring records to the personnel centers in St. Louis.

RETIRING OFFICIAL PERSONNEL FOLDERS AND EMPLOYEE MEDICAL FOLDERS

MILITARY MEDICAL RECORDS

## Targeted Assistance

Targeted Assistance is a customer-driven and project-oriented program in which your agency and NARA form a partnership to solve your records management challenges. The partnership develops a project with a well-defined purpose, tangible products, definite milestones, and a time frame for completion. Projects can last from several days to several months.

In this partnership, NARA personnel with years of records management experience provide expert guidance through records management training tailored to your needs, help in writing new schedules, and more. Partner agencies provide staff time, local expertise and know-how, and coordination within agency offices. The best news of all is that NARA's staff time is free of charge! You may be asked to fund travel costs and provide training materials for extensive onsite projects.

For more information, contact the records management director of your regional NARA facility. Staff contacts are listed on NARA's web site.

## ATTACHMENTS

- 1 SF-135—Records Transmittal and Receipt (*See page 7*)
- 2 Records Center Box Assembly Instructions and File Placement in Box and Location of Box Identification (*See page 9*)
- 3 Transportation Services Order (TSO) (*See page 11*)
- 4 Properly Stacked Pallet (*See page 13*)
- 5 OF-11—Reference Request (*See page 15*)
- 6 VA Form 9957—Time Sharing Request Form (*See page 17*)
- 7 NA Form 13166—CIPS Registration Form (*See page 19*)
- 8 NA Form 13001—Notice of Eligibility for Disposal (*See page 21*)
- 9 NA Form 13000—Agency Review for Contingent Disposal (*See page 23*)
- 10 SF-258—Agreement to Transfer Records to the National Archives of the United States (*See page 25*)
- 11 NA Form 13016—Notice of Accession Location Change (*See page 27*)



## INSTRUCTIONS FOR COMPLETION OF STANDARD FORM 135

### FOR COMPLETION BY THE TRANSFERRING AGENCY

Items 1, 2, 3 and 5 are self-explanatory. Specific instructions for item 6 are as follows:

*Col.*

*Accession Number.* A separate accession number is required for each series of records listed on the form. A series consists of records having the same disposal authority and disposal date that are transferred together to the records center. the accession number is entered in three parts, consisting of:

- (a) The NARA record group number assigned to the records of the agency making the transfer;
- (b) The last two digits of the current fiscal year; and
- (c) A four digit sequential number obtained in advance from the records center. (Arrangements may be made with the center to have these numbers assigned by the agency records officer or other official.)

- (d) *Volume.* Enter the volume in cubic feet of each series of records being transferred.

- (e) *Agency Box Numbers.* Show the inclusive box numbers for each series of records being transferred. The agency shall number each carton sequentially as follows: 1 of 25, 2 of 25, 3 of 25, etc. (Each new series of records should begin with carton number 1.) To facilitate control of the records and future reference service, the agency also shall mark each container with the assigned accession number prior to shipment.

- (f) *Series Description.* Describe the records in sufficient detail to allow the records center to check for proper application of the disposal schedule. Inclusive dates of the records should be indicated. Show the organizational component that created the records when it is other than that shown in item 5.

- (g) *Restriction.* Enter one of the following codes to show a restriction on use of the records. Restrictions other than (or in addition to) security classifications, such as limiting access to certain agency officials, are to be specified by a statement in the Series Description column (f).

<i>Code</i>	<i>Restrictions</i>
<b>Q</b>	Q security classification
<b>T</b>	Top Secret security classification
<b>S</b>	Secret security classification
<b>C</b>	Confidential security classification
<b>R</b>	Restricted use--witnessed disposal <i>not required</i> (specify in column (f))
<b>W</b>	Restricted use--witnessed disposal <i>required</i> (specify in column (f))
<b>N</b>	No restrictions

(h) *Disposal Authority.* For each series of records, cite the agency schedule and specific item number authorizing disposal. Cite the NARA disposal job and item number if it has not been incorporated into an updated agency schedule.

(i) *Disposal Date.* Applying the disposal authority previously cited in column (h), enter the month and year in which the records may be destroyed.

### FOR COMPLETION BY THE RECORDS CENTER

Item 4 is self-explanatory. Specific instructions for item 6 are as follows:

*Col.*

(j) *Location.* The records center annotates the shelf location of the first carton for each series of records.

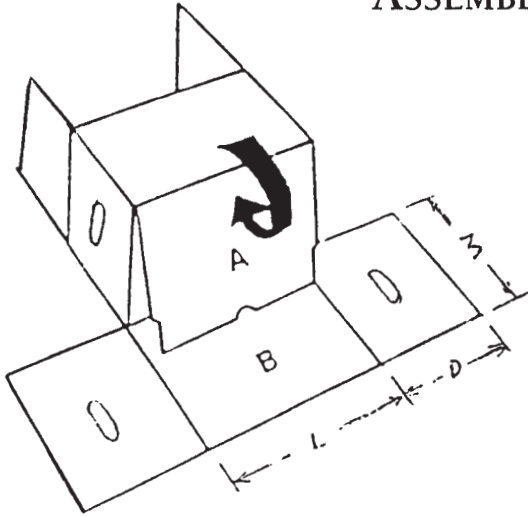
(k) *Shelving Plan.* The records center enters the appropriate code from Chap. 7-10h, NAR P 1864.1A, to reflect the type of container in which the records are retired.

(l) *Container Type.* The records center enters the appropriate code from Chap. 7-10h, NAR P 1864.1A, to reflect the type of container in which the records are retired.

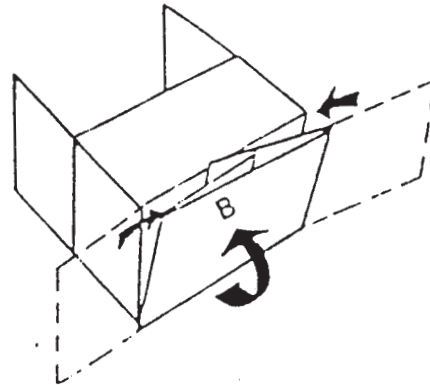
(m) *Automatic Disposal.* The records center enters either Y (yes) to indicate automatic disposal applies or N (no) indicating that the agency wishes to receive disposal concurrence notice prior to destruction of the records. Automatic disposal is applied only when previously agreed upon by the agency.

Use Standard Form 135-A, Records Transmittal and Receipt continuation, when additional space is required for listing records data.

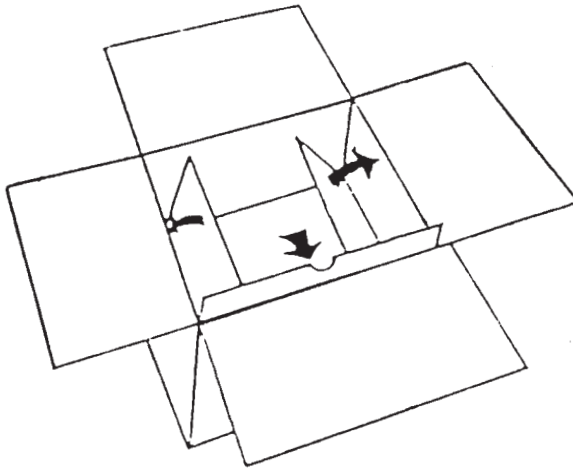
## ASSEMBLY INSTRUCTIONS



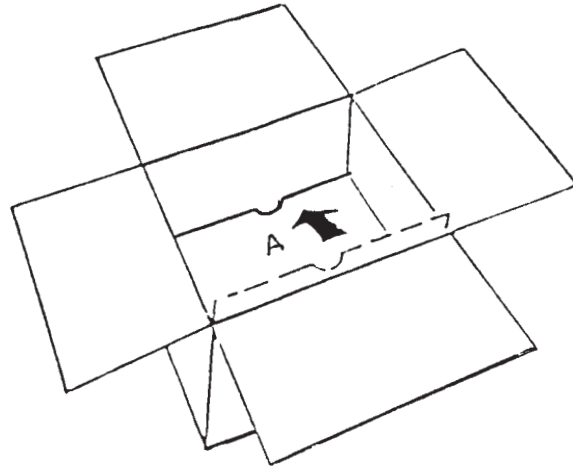
STEP 1. Square up box on its side, and fold flap A inside.



STEP 2. Fold extensions over on flap B, and fold to closed position.

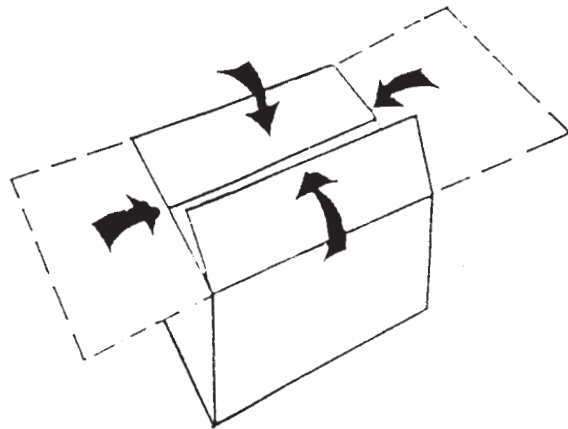


STEP 3. Lift flap A to vertical position, then lift and fold extensions of flap B up against end walls of box.

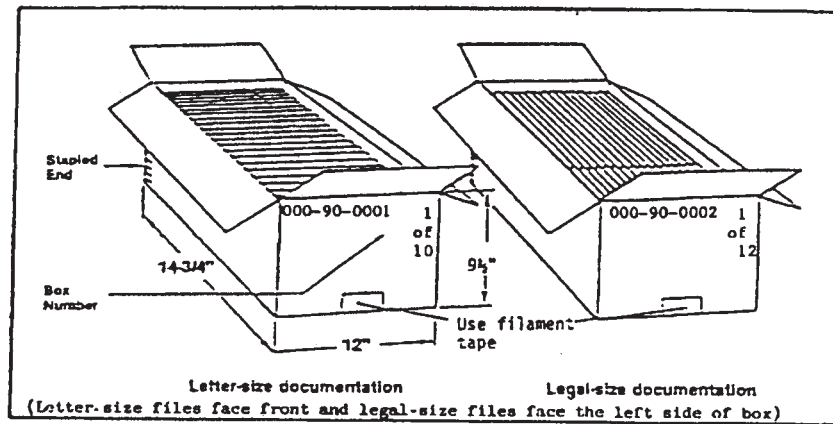


STEP 4. Lower flap A to bottom of box.

STEP 5. Fold all flaps in (small flaps first, large flaps last).







<b>TRANSPORTATION SERVICES ORDER</b>  This government shipment is subject to the terms and conditions of 41 CFR 102-117 and 118		1. TRANSPORTATION ORDER NUMBER		2. DATE OF REQUEST (MM/DD/YYYY)		3. SHIPMENT PICKUP DATE (MM/DD/YYYY)	
		4a TSP (Complete mailing address)		4b SCAC		5. PREFERRED DELIVERY DATE (MM/DD/YYYY)	
6. REQUESTING AGENCY		a. NAME AND MAILING ADDRESS				b. CONTACT FOR ADDITIONAL INFORMATION Name: Email: Phone No:      Fax No:	
7. TYPES OF RATES REQUESTED		<input type="checkbox"/> TRUCK <input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> IMPORT <input type="checkbox"/> EXPORT <input type="checkbox"/> DOMESTIC <input type="checkbox"/> RATE AND ROUTE VIA CHEAPEST MODE <input type="checkbox"/> OTHER (SPECIFY):		8. IF IN LOAD LOTS SHOW		a. NO. OF CARLOADS	
						b. NO. OF TRUCKLOADS	
9. SHIPMENT SIZE L      W      H		10. GROSS WEIGHT lbs.		NOTE: Complete item 28 if multiple origins, destinations or commodities			
11. COMMODITY DESCRIPTION (Give UFC, NMFC number or a clear nontechnical description; show number of packages as prepared for shipment (e.g., crated, uncrated, boxes, skids, loose, SU, KD))							
12. CONSIGNOR (SHIPPER) (Name, mailing address, phone number, fax and email)				13. ORIGIN (Freight address of actual shipping point)			
14. CONSIGNEE (RECEIVER) (Name, mailing address, phone number, fax and email)				15. DESTINATION (Name, Mailing address, phone number, fax and email)			
16. CBL REQUESTED <input type="checkbox"/> YES    If "yes" com- <input type="checkbox"/> NO      plete ->		a. TRANSPORTATION APPROPRIATION NUMBER TO BE SHOWN ON B/L		b. PAYING OFFICE OF REQUESTING AGENCY (Name and mailing address if different than item 6a)			
17. IF RAIL ROUTING REQUESTED		RAIL CARRIER SERVING		PRIVATE SIDING		If no private siding, give nearest point of rail delivery.	
		a. Consignor	b. Consignee	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
18. ADDITIONAL SHIPPING INFORMATION (Describe articles of unusual size or weight (e.g., 35' long, 8' wide or high); special handling (e.g., hazardous materials); special carrier service needed (e.g., exclusive use of vehicle or intransit cooling).)						19. GIVE GSA CONTROL NUMBER ASSIGNED TO A PREVIOUS REQUEST FOR SIMILAR RATE/ROUTING INSTRUCTIONS (if any)	
<b>RATE/ROUTE RESPONSE</b>							
TO: REQUESTING AGENCY (Shown in item 6a)		Traffic data furnished below and/or on the back (items 29 & 30) is as of the date shown in item 27. If shipment is not made in a reasonable period a new request should be submitted with reference made to the control number in item 26 below.					
20. TRANSPORTATION SERVICE PROVIDER (Name, Phone, Fax, and Email)				21. APPLICABLE RATE INFORMATION			
				a. RATE(S)	b. WEIGHT (Lbs.)	c. TARIFF OR OTHER RATE AUTHORITY	d. ESTIMATED COST
22. BILL OF LADING DESCRIPTION WHEN DIFFERENT FROM ITEM 11 (include hazardous materials description, if any)				23. TECHNICIAN'S NAME			
24. REMARKS AND SPECIAL SERVICES				25. ISSUING OFFICER			
				a. AGENCY INITIATING OFFICER'S ADDRESS, NAME, AND EMAIL			
				26. CONTROL NUMBER/AGENCY ID NUMBER		27. DATE ISSUED (MM/DD/YYYY)	
<b>APPLICABLE DESTINATION INFORMATION</b>							
28a. DATE (MM/DD/YYYY)	28b. Actual Delivery Point	28c. Delivered This Consignment To <input type="checkbox"/> Storage in Transit		28d. COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER		<input type="checkbox"/> Storage	<input type="checkbox"/> Damage
28e. NAME OF DELIVERING TSP		28f. NAME OF DESTINATION TSP		28g. SIGNATURE OF TSP'S AUTHORIZED AGENT			

29. FOR COMPLETION BY REQUESTING AGENCY			30. FOR COMPLETION BY TSP			
COMMODITY DESCRIPTION AND GROSS WEIGHT (a)	ORIGIN, CONSIGNOR AND RAILROAD (b)	DESTINATION, CONSIGNEE AND RAILROAD (c)	RATE (a)	WEIGHT/ DIMENSION (b)	TARIFF OR OTHER AUTHORITY (c)	ROUTE AUTHORIZED FOR SHIPMENT (d)
REQUESTING AGENCY REMARKS			TSP REMARKS			

Reset Fields

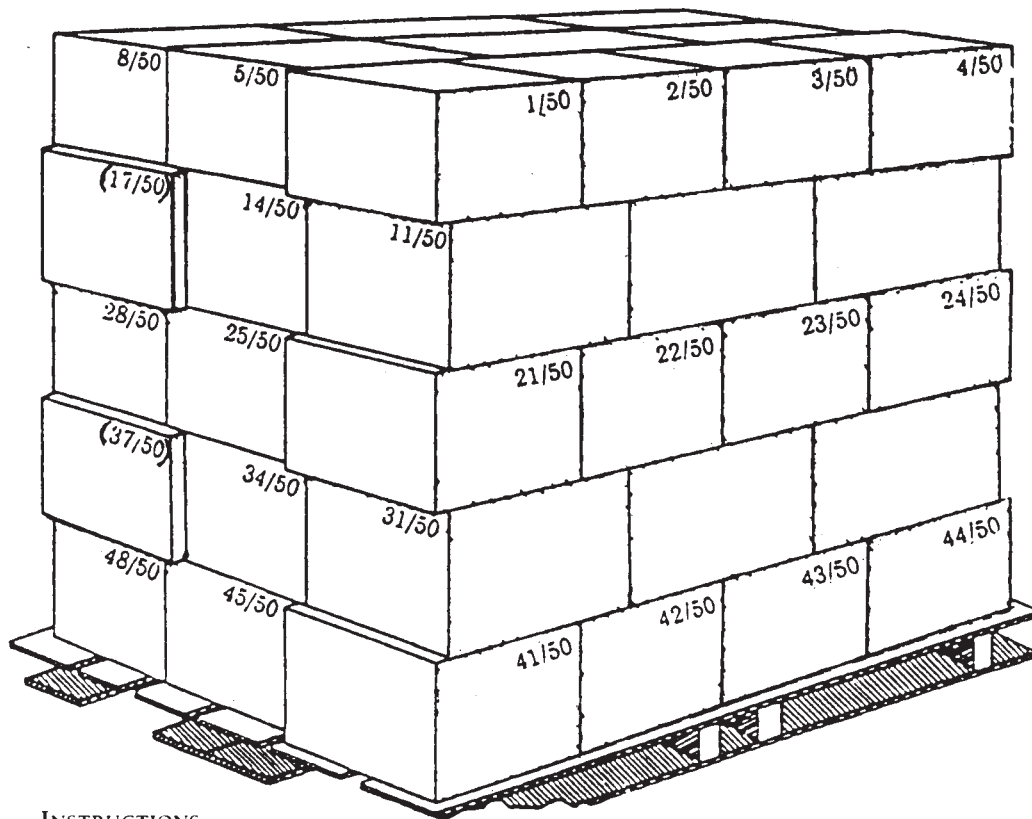
## EXAMPLE OF PROPERLY STACKED PALLET SHOWING AGENCY BOX NUMBERS

8th	9th	10th	
5th	6th	7th	
Box # 1	2nd	3rd	4th

Top View of Top Row

17th	18th	19th	20th
14th	15th	16th	
11th	12th	13th	

Top View of Second Row



### INSTRUCTIONS

1. Face the boxes as shown in diagram.
2. Stacking pattern for palletized records is 10 standard records center cartons per row, 5 rows per pallet, 50 cartons per pallet. Box 50 is in the bottom row, and box 1 is in the top row.
3. Four boxes on each row are placed perpendicular to the rest of the boxes in that row.
4. Numbered end not facing the front of the pallet should face right.
5. When records are boxed before pallets are available, keep the boxes in numerical order so they can be loaded on pallets properly.
6. Failure to load pallets properly will be cause for the Center to refuse the records.
7. Pallets should be banded with steel, plastic, or cord strapping before shipping.





## REFERENCE REQUEST - FEDERAL RECORDS CENTERS

NOTE: Use a separate form for each request.

## SECTION I - TO BE COMPLETED BY REQUESTING AGENCY

ACCESSION NO.	AGENCY BOX NUMBER	RECORDS CENTER LOCATION NUMBER
	OF	

DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED

☐ BOX☐ FOLDER (include file number and title)

REMARKS

## NATURE OF SERVICE

☐ FURNISHED COPY OF RECORD(S) ONLY ☐ PERMANENT WITHDRAWAL ☐ TEMPORARY LOAN OF RECORD(S) ☐ REVIEW ☐ OTHER (Specify) \_\_\_\_\_

## SECTION II--FOR USE BY RECORDS CENTER

- ☐ RECORDS NOT IN CENTER CUSTODY ☐ RECORDS DESTROYED
- ☐ WRONG ACCESSION NUMBER - PLEASE RECHECK
- ☐ WRONG BOX NUMBER - PLEASE RECHECK
- ☐ WRONG CENTER LOCATION - PLEASE RECHECK
- ☐ ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED
- ☐ MISSING (Neither record(s), information nor charge card found in container(s) specified)
- ☐ RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency and date):

REMARKS

Name:

Agency:

DATE

SERVICE

TIME  
REQUIREDSEARCHER'S  
INITIALS

## SECTION III--FOR USE BY RECORDS CENTER

NAME OF REQUESTER	TELEPHONE NO. <input type="checkbox"/> FTS	DATE	RECEIPT OF RECORDS
-------------------	--	------	--------------------

NAME AND  
ADDRESS  
OF AGENCY(Include  
street  
address,  
building,  
room no.,  
and ZIP  
Code)

(In Washington, D.C. area also include STOP number)

Requester please sign, date and return this form, for  
file item(s) listed above, *ONLY* if the block to right  
has been checked by the Records Center. ☐

SIGNATURE

DATE

NSN 7540-00-682-6423

PREVIOUS EDITION USABLE

OPTIONAL FORM 11 (Rev. 7-87)  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
36 CFR 1228.162





## TIMESHARING USER ACCESS REQUEST

**IMPORTANT:** See instructions and privacy act statement on reverse.

1. ACTION REQUESTED

☐ ADD☐ CHANGE☐ DELETE

2. EFFECTIVE DATE

3. REQUEST DATE

## 4. USER IDENTIFICATION

A. NAME (Last, first, middle initial)

B. OFFICE TELEPHONE NO. (FTS)

C. SOCIAL SECURITY NO.

D. COMPLETE ADDRESS (Station name, number, address, city, state, and ZIP Code)

E. DIVISION AND SECTION

F. JOB TITLE

G. STATION NUMBER/MAIL ROUTING SYMBOL

## 5. ACCESS INFORMATION

A. APPLICATION OR DATASET(S) (i.e., CALM, CAPPS, etc. Application facility will be assigned.)


B. LEVEL OF ACCESS REQUIRED FOR EACH DATASET (Read-Only, Create, Modify, etc.)


C. FACILITY ACCESSED (If other than application is necessary)

☐ TSO☐ WYLBUR☐ ROSCOE☐ DATABASE (RDMS, PDMS, IDMS)☐ OTHER

D. DATABASE ONLY (Applies only to requests for RDMS, PDMS, IDMS)

ON-LINE QUERY

DATA DICTIONARY

E. DATABASE SUBSCHEMA TO BE ACCESSED

## 6. APPROVAL INFORMATION REQUIRED

A. INITIATING SUPERVISOR

DATE

B. FIELD STATION DIRECTOR

DATE

C. SYSTEM MANAGER/DATA OWNER (VACO)

DATE

D. PROCESSOR (047X4)(VACO)

DATE

## SPECIFIC INSTRUCTIONS FOR COMPLETING VA FORM 9957

### 1. ACTION REQUESTED

**ADD** - Check if an individual *does not* have an Austin Timesharing userid.

**CHANGE** - Check if an individual *already* has an Austin Timesharing userid.

**DELETE** - Delete individual from the Austin Timesharing system.

a. Check if an individual *no longer* requires access to the Austin Timesharing userid.

b. Check if an Austin Timesharing user has transferred to another field station (*NOTE: This applies if access is required by the submitting office. In this case, two (2) forms would be submitted: the Timesharing customer would be deleted from their former field station; and added to their new field station. The same process applies to service changes.*)

**2. EFFECTIVE DATE** - Enter the date on which the action (userid issued, deleted or modified) is to be effective (MM/DD/YY). If left **blank**, "As Soon As Possible" will be understood.

**3. REQUEST DATE** - Date form is prepared (MM/DD/YY).

**4A. NAME** - Enter full name of individual authorized access *no nickname* or other variations of name).

**4B. OFFICE TELEPHONE NUMBER** - Enter office telephone number where individual can be reached. This may be either an FTS or Commercial telephone number; *FTS is preferred*.

**4C. SOCIAL SECURITY NUMBER** - Enter the individual's Social Security number.

**PRIVACY ACT STATEMENT.** Collection of the Social Security number is authorized by Executive Order 9937. Furnishing the information on this form, including the Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.

**4D. COMPLETE ADDRESS** - Enter the *complete work site* mailing address for the individual.

**4E. DIVISION AND SECTION** - Enter the name of the employing office (Accounting Department, Fiscal Service, Director's Office etc.).

**4F. JOB TITLE** - Enter individual's exact job title.

**4G. STATION NUMBER/ROUTING SYMBOL** - Enter the *three digit* station number and *office mail routing* symbol (e.g., 101/04, 310/111, etc.).

**5A. APPLICATION OR DATASET(S)** - Specify the application or dataset(s) required. The corresponding facility will be assigned when the application or dataset is known. If unsure which facility to select, please telephone the AUSTIN HELPDESK at FTS 524-6780.

**5B. LEVEL OF ACCESS REQUIRED FOR EACH DATASET** - Specify the level of access required for each dataset (Read Only, Create, Modify, etc.). If left *blank*, *Read Only will be assigned. Database exempt from access level.*

**5C. FACILITY ACCESSED** - Specify the facility necessary if other than application is required. If other please specify.

**5D. DATABASE ONLY** - Specify the database authority and subschema required. If unsure, telephone the AUSTIN HELPDESK at FTS 524-6780. Upon receipt of the completed form at VA Central Office, the initiating supervisor will be contacted by the Operations Division (047X4) for determination of task codes, dictionaries, and subschemas, if necessary.

**5E. DATABASE SUBSCHEMA TO BE ACCESSED** - Specify the database subschema to be accessed, if known.

**6A. INITIATING SUPERVISOR** - Signature of supervisor of the individual identified in item 4A is required for approval.

**6B.** If access is being requested for CALM or CAPPS, signature by the field station director is required. It is acceptable to mail a letter stating the individual's need for access to CALM or CAPPS only if the letter is signed by the field station director.

**6C. and 6D.** will be completed by the appropriate VA Central Office personnel.

If additional assistance is required to complete this form, please telephone the staff of the Operations Division at FTS 373-5433 or 373-6242. The completed should be faxed or mailed to: FAX NUMBERS 373-2807 or 2808, MAILING ADDRESS Department of Veterans Affairs, Operations Division (047X4), 810 Vermont Avenue, NW, Washington, DC 20420.

# CIPS Registration Form

## NARA Records Center Program

### General Instructions

The following information is needed to establish a user account for the Centers Information Processing System (CIPS). The Records Officer's signature is required. If you have any questions concerning CIPS or this form, please contact your servicing NARA Records Center. This form must be used in conjunction with VA Form 9957, ACRS Time Sharing Request Form.

### User Information

#### Identification of requester (user)

Name:

Title:

Address:

Phone: (     )

Fax: (     )

Email:

#### Shipping address where all requested records are to be sent:

Name:

Title:

Address:

Phone: (     )

Fax: (     )

Email:

From what Record Group(s) will the user request records? (e.g., DVA=RG 015, IRS=RG 058, DFAS=RG 507, etc.)

#### From what Record Center(s) will the user request records?

☐ Atlanta

☐ Boston

☐ Chicago

☐ Dayton

☐ Denver

☐ Ft. Worth

☐ Kansas City

☐ Los Angeles

☐ Philadelphia

☐ Pittsfield

☐ San Francisco

☐ Seattle

☐ CPR-St. Louis

☐ MPR-St.Louis

☐ Washington National Records Center-Suitland

Requester's signature

Date

### Records Officer Concurrence:

Name:

Title:

Phone: (     )

Fax: (     )

Email:

Address:

The user is hereby authorized to change the mailing address where records are to be sent.



Records Officer's Signature

Date:

**PRIVACY ACT STATEMENT:** The information is solicited under the authority of Title 38, United States Code and Executive Order 9397 and is necessary to accomplish the action requested by the requester. Furnishing the information on this form is voluntary; however, if the information is not furnished, we will be unable to take further action on your request.





<b>NOTICE OF ELIGIBILITY FOR DISPOSAL</b>			DATE OF NOTICE	DISPOSAL DATE
<p>The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.170(b), they will be destroyed only with the concurrence of the agency having legal custody of the records. If you concur with the destruction of these records, sign and date this notice in the appropriate blocks below, return the notice to the Federal Records Center, and annotate your SF 135 (all copies) to show that the records have been destroyed.</p> <p>REMARKS</p>			RECORDS DESCRIPTION	
			ACCESSION NUMBER	SUBGROUP
			DISPOSAL AUTHORITY	VOLUME (c.f.)
			SERIES DESCRIPTION, INCLUSIVE DATES, AND BOX NUMBERS (if applicable)	
			ADDRESS OF FEDERAL RECORDS CENTER	
SIGNATURE	TITLE	DATE		

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (Rev. 6-99)



<b>AGENCY REVIEW FOR CONTINGENT DISPOSAL</b>			DATE OF NOTICE		DISPOSAL DATE		
<p>THE RECORDS DESCRIBED ARE NOW SCHEDULED FOR DISPOSAL CONTINGENT ON COMPLETION OF SOME ACTION OR EVENT. PLEASE REVIEW THIS ACCESSION TO DETERMINE WHEN THE RECORDS MAY BE DESTROYED AND RETURN THIS FORM INDICATING YOUR APPROVAL OR DISAPPROVAL. IF YOU APPROVE, THE RECORDS WILL BE DESTROYED ON THE DATE YOU INDICATE BELOW. IF YOU DISAPPROVE, PLEASE INDICATE A NEW REVIEW DATE. NO ACTION WILL BE TAKEN ON THESE RECORDS UNTIL THIS FORM IS RETURNED TO OUR OFFICE.</p> <p><i>PLEASE ACT PROMPTLY</i></p>			<b>RECORDS DESCRIPTION</b>				
			ACCESSION NUMBER			SUBGROUP	
			DISPOSAL AUTHORITY			VOLUME (Cu. Ft.)	
			SERIES DESCRIPTION				
<input type="checkbox"/> APPROVED		DISPOSAL DATE (Month and year)	<input type="checkbox"/> DISAPPROVED		NEW REVIEW DATE (Year)	SIGNATURE / TITLE	
ADDRESS OF AGENCY					ADDRESS OF FEDERAL RECORDS CENTER		
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION					NA FORM 13000		





<b>AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES</b>		1. INTERIM CONTROL NO. (NARA Use Only)
<p style="text-align: center;"><b>TERMS OF AGREEMENT</b></p> <p>The records described below and on the attached _____ pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.</p> <p>In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR XII, 36 CFR Part 1256 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the <i>Guide to the National Archives of the United States</i>. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of nonarchival materials contained in this deposit.</p>		
2A. AGENCY APPROVAL  Signature _____ Date _____	3A. NARA APPROVAL  Signature _____ Date _____	
2B. NAME, TITLE, MAILING ADDRESS  _____ _____ _____	3B. NAME, TITLE, MAILING ADDRESS  _____ _____ _____	

<b>RECORDS INFORMATION</b>		
4A. RECORDS SERIES TITLE  _____		
4B. DATE SPAN OF SERIES  _____		
5A. AGENCY OR ESTABLISHMENT  _____	9. PHYSICAL FORMS  <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Paper Documents  <input type="checkbox"/> Paper Publications  <input type="checkbox"/> Microfilm/Microfiche  <input type="checkbox"/> Electronic Records  <input type="checkbox"/> Photographs         </div> <div style="width: 48%;"> <input type="checkbox"/> Posters  <input type="checkbox"/> Maps and Charts  <input type="checkbox"/> Arch / Eng Drawings  <input type="checkbox"/> Motion / sound / Video  <input type="checkbox"/> Other (specify): _____         </div> </div>	
5B. AGENCY MAJOR SUBDIVISION  _____	10. VOLUME: _____ (Cu. _____ Ft. _____) CONTAINERS: _____ Cu. Mtr. _____ Ft. _____ ) Number _____ Type _____	
5C. AGENCY MINOR SUBDIVISION  _____	11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES  _____	
5D. UNIT THAT CREATED RECORD  _____	12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?  <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, attach limits on use and justification.)	
5E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS Name _____ Telephone Number ( _____ ) _____	13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?  <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, cite Agency system Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)	
6. DISPOSITION AUTHORITY:  _____	14. ATTACHMENTS  <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Agency Manual Excerpt  <input type="checkbox"/> Additional Description  <input type="checkbox"/> Privacy Act Notice  <input type="checkbox"/> Other (specify): _____         </div> <div style="width: 48%;"> <input type="checkbox"/> Listing of Records Transferred  <input type="checkbox"/> NA form 14097 or Equivalent  <input type="checkbox"/> Microform Inspection Report  <input type="checkbox"/> SF(s) 135         </div> </div>	
7. IS SECURITY CLASSIFIED INFORMATION PRESENT? <input type="checkbox"/> NO <input type="checkbox"/> YES  LEVEL: <input type="checkbox"/> Confidential <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret SPECIAL MARKINGS: <input type="checkbox"/> RD/FRD <input type="checkbox"/> SCI <input type="checkbox"/> NATO <input type="checkbox"/> Other _____ INFORMATION STATUS: <input type="checkbox"/> Segregated <input type="checkbox"/> Declassified	8. CURRENT LOCATION OF RECORDS _____ Agency (Complete 8A only) _____ Federal Records Center (Complete 8B only)	
8A. ADDRESS  _____ _____ _____		
8B. FRC ACCESSION NUMBER	CONTAINER NUMBER(S)	FRC LOCATION

<b>NARA PROVIDES</b>	
15. SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION  _____	RG
16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES  Signature _____ Date _____	17. NATIONAL ARCHIVES ACCESSION NO.  _____

## INSTRUCTIONS

**GENERAL:** This form may be initiated by the transferring agency or the National Archives and Records Administration (NARA). Prepare a separate SF 258 for each series or SF 115 item being transferred.

**WHEN INITIATED BY AN AGENCY:** The agency completes blocks 2 and 4 through 14 using the instructions below. Block 2 must be signed and dated. Send the original to the appropriate address 60 days before the records are to be transferred to the National Archives.

**WHEN INITIATED BY NARA:** NARA completes blocks 1 and 4 through 14 and sends the original to the transferring agency's records officer. The agency completes block 2, completes or corrects blocks 4 through 14. Block 2 must be signed and dated. The agency sends the original to the appropriate address 60 days before the records are to be transferred to the National Archives.

**MAILING ADDRESS:** Mail the completed form to either the address below or the appropriate National Archives regional archives.

Accessions Control Staff (NN-E)  
Office of the National Archives  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740-6001

If you do not know the address of the appropriate regional archives, telephone the Accessions Control Staff at 301-713-6655.

\* \* \* \*

1. **INTERIM CONTROL NUMBER:** *Leave blank.* NARA will fill in.

2. **AGENCY APPROVAL:** The agency records officer having the delegated authority to transfer the records with NARA should sign and date the form here (2A) and provide his/her name, title and mailing address (2B).

3. **NARA APPROVAL:** When a proposal to transfer records to the National Archives of the United States is approved, the appropriate NARA official completes 3A and 3B.

**4A/B. RECORDS SERIES TITLE/DATE SPAN OF SERIES:** The information provided should include a records series title, a statement of how the records are arranged, dates of coverage, and sufficient detail to describe the body of records being transferred. If access to the records is gained or facilitated through an index, box list, or other finding aid, include it with the records being transferred. Indicate the appropriate disposition authority number if the index is scheduled separately. If the records are in a Federal records Center (FRC) attach each applicable SF 135, Records Transmittal and Receipt. For electronic records, describe any related documentation.

5. Fully identify the unit (5D) that created or organized the records. Usually this is not the agency's records management office. Place the creating unit within its organization hierarchy (5A-5C). For example, the responsible unit is a branch (5D), within a division (minor subdivision) (5C), within an office (major subdivision) (5B), and within the agency or major component of a department (5A). Block 5A should be the official or legal name of the agency or bureau as published in the *U.S. Government Manual*. In block 5E include the name and telephone number (including the area code) of a person who should be contacted if NARA has any questions about the records. If the originating agency no longer exists, provide the name of the contact person at the successor agency.

6. **DISPOSITION AUTHORITY:** This citation must be included. It can be either the item number assigned to the records within a records disposition schedule (SF 115) approved by NARA or the item number assigned to the records within an agency records disposition manual based on a NARA-approved SF 115. If the agency manual number is used, attach a copy of the pertinent pages from the agency manual.

7. **IS SECURITY CLASSIFIED INFORMATION PRESENT?** If the records contain security classified information, check "Yes" and indicate the highest level of classification present. Indicate any additional applicable national security special access restrictions (e.g., Sensitive Compartmented Information - SCI or North Atlantic Treaty Organization - NATO). Restricted Data and Formerly Restricted Data - RD/FRD - refers to information subject to the Atomic Energy Act of 1954. Check "Segregated" to indicate that security classified records have been segregated from unclassified records or information subject to special access restrictions has been segregated from other classified information. Check "Declassified" to indicate whether any records have been declassified, and provide both the authority for declassification and a description of the declassified records.

8. **CURRENT LOCATION OF RECORDS.** Check the appropriate box for the current location of the records. If the records currently are in a Federal records center, complete 8B. If the records are located in the transferring agency or other location, complete 8A.

8A. For records located in the transferring agency or other location, provide a complete address.

8B. For records located in a Federal records center, name the center, provide the FRC accession number and container number(s), and the FRC location.

9. **PHYSICAL FORM(S):** Check all the boxes that apply to the records included in the transfer.

10. **VOLUME:** Include both the cubic feet of the records and the number and type of containers holding the records. For example:

Cu. ft. 15; Number 15; Type FRC boxes.

Provide separate volume figures for each physical type of records, continuing on a separate sheet as necessary.

11. **DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES:** Indicate the date the records are eligible for deposit in the National Archives. This date is determined by the disposition instructions for each item in the approved SF 115 or agency manual.

12. **ARE THE RECORDS FULLY AVAILABLE FOR PUBLIC USE?** If the records are exempt from release pursuant to the FOIA, 5 U.S.C. 552(b)(91)-(9) and (c)(1)-(3), this must be fully justified. List all exemptions that apply. If exemption (b)(1) is cited, complete block 7 accordingly. If (b)(3) is cited, include the full citation for the relevant statute. If the records are subject to copyright, identify affected items and the copyright holder.

13. **ARE THESE RECORDS SUBJECT TO THE PRIVACY ACT?** The National Archives is required to notify the public, through the *Federal Register*, when it takes custody of records subject to the provisions of the Privacy Act, 5 U.S.C. 552a. The originating agency should use this block to indicate whether the records covered by this SF 258 are part of a Privacy Act "system of records" and include a citation to an a copy of the Privacy Act notice published by the agency for the system. NARA will use the transferring agency's notice to inform the public, through the *Federal Register*, that the records have been transferred to the National Archives and that no further modification of them is possible.

14. **ATTACHMENTS:** Check the appropriate box(es) and indicate the attachment(s) being submitted with this form.

15. **SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION:** NARA uses this space to provide shipping instructions relating to transfers.

16. **RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES:** The appropriate NARA representative signs block 16 after the records have been received at a NARA facility and NARA has confirmed that the records received are the records described in block 4. Transfers to NARA are not final until NARA has signed block 16. NARA sends the agency a copy of the completed form.

17. **NATIONAL ARCHIVES ACCESSION NO.:** NARA assigns this unique, permanent control number to each transfer of records.





## APPENDIX A

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### Record Center Program—Related Web Addresses

#### Account Representatives

[www.archives.gov/records\\_center\\_program/acct\\_reps.html](http://www.archives.gov/records_center_program/acct_reps.html)

#### Centers Information Processing System (CIPS)

[www.archives.gov/records\\_center\\_program/cips\\_system/cips.html](http://www.archives.gov/records_center_program/cips_system/cips.html)

#### Code of Federal Regulations (CFR)

[www.access.gpo.gov/nara/cfr/](http://www.access.gpo.gov/nara/cfr/)

#### Electronic Forms

[www.archives.gov/records\\_center\\_program/forms/forms.html](http://www.archives.gov/records_center_program/forms/forms.html)

#### General Records Schedule (GRS)

<http://ardor.nara.gov/grs/index.html>

#### General Services Administration (GSA)

[www.gsa.gov/](http://www.gsa.gov/)

#### Records Center Program

[www.archives.gov/records\\_center\\_program/](http://www.archives.gov/records_center_program/)

#### Records Management Training

[www.archives.gov/records\\_management/training/training.html](http://www.archives.gov/records_management/training/training.html)

#### Regional Records Center Facilities

[www.archives.gov/records\\_center\\_program/facilities.html](http://www.archives.gov/records_center_program/facilities.html)

#### Washington National Records Center (WNRC)

[www.archives.gov/facilities/md/suitland.html](http://www.archives.gov/facilities/md/suitland.html)

**APPENDIX B**

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**Records Center Program Directors in the Regions**

Fred Abrahamian, Atlanta–Southeast Region  
East Point, Georgia, 404-763-7063

Paul Palermo, Boston–Northeast Region Director  
Waltham, Massachusetts, 781-663-0139

Pamela Wegner, Chicago–Great Lakes Region Director  
Chicago, Illinois, 773-948-9007

Dave Cornelisse, Dayton–Great Lakes Region Director  
Dayton, Ohio, 937-425-0666

Genola Smith, Denver–Rocky Mountain Region Director  
Denver, Colorado, 303-236-0804

Leonard Harmon, Fort Worth–Southwest Region Director  
Fort Worth, Texas, 817-334-5515

Linda Stubbs, Kansas City–Central Plains Region Director  
Kansas City, Missouri, 816-268-8029

Bruce MacVicar , Laguna Niguel–Pacific Region Director  
Laguna Niguel, California, 949-360-6334

Dean Donovan, Lee’s Summit–Central Plains Region Director  
Lee’s Summit, Missouri, 816-268-8141

David Roland, Philadelphia–Mid Atlantic Region Director  
Philadelphia, Pennsylvania, 215-305-2003

Edmund Kelly, Pittsfield–Northeast Region Director  
Pittsfield, Massachusetts, 413-236-3610

Gary Cramer, San Francisco–Pacific Region Director  
San Bruno, California, 650-876-7912

Steve Ourada, Seattle–Pacific Alaska Region Director  
Seattle, Washington, 206-526-6501

Thelma Martin, St. Louis–NPR–Assistant Director,  
Civilian Records, St. Louis, Missouri, 314-801-9221

Scott Levins, St. Louis–NPR–Assistant Director,  
Military Records, St. Louis, Missouri, 314-801-0587

Alan Kramer, Suitland–Washington National Records Center  
Director, Suitland, MD, 301-778-1517

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